

# MONTANA CONSERVATION SEEDLING ORDER FORM

Montana Conservation Seedling Nursery  
Department of Natural Resources and Conservation, Forestry Division  
2705 Spurgin Road, Missoula, MT 59804  
(406) 542-4244; fax 542-4203 [www.dnrc.state.mt.us/forestry/nursery](http://www.dnrc.state.mt.us/forestry/nursery)

The Montana Conservation Seedling Nursery, in cooperation with the Montana Extension Service, local Conservation Districts and the Natural Resources Conservation Service, offers low cost tree and shrub seedlings for use in conservation plantings. Use this form to order seedlings for spring and fall delivery. Only containerized seedlings can be received in the fall. Seedlings are sold on a first come, first serve basis, so order early. **See enclosed inventory sheet for current species availability and prices.**

**Orders from landowners with 10 or more acres will be given priority before March 1. Landowners with less than 10 acres (non-program) can place their orders any time, but these orders won't be processed until March 1.** All non-program orders and orders postmarked after February will be charged an additional 15% non-program fee. **The minimum order is 250 seedlings for new plantings. Order deciduous trees and shrubs in lots of 50 and evergreens in lots of 25.** When replacing seedlings from a previous nursery order, the minimum order is a single bundle (50 deciduous, 25 evergreens).

The conservation planting plan on the reverse side must be completed and approved. Be specific; the plan must show how the planting is a conservation planting. Include such items as species, spacing between seedlings, spacing between rows, distances from buildings and roads, and direction of prevailing winds. It is recommended that the plan be approved by your local County Extension Agent or Conservation District personnel.

**APPROVED SEEDLING USES:** Montana Conservation Seedling Nursery seedlings are strictly for conservation practices and cannot be used for ornamental or landscape plantings. **If you want to buy landscape plants, see your local private nursery or garden center.**

Common Name	Seed Source	Stock Type	Number Ordered	Price Each	Total Cost
1. <b>TOTAL SEEDLING COST</b>					
2. <b>QUANTITY DISCOUNT;</b> Orders over <b>2000</b> total seedlings receive a 10% discount from line 1.					
3. <b>SHIPPING CHARGES;</b> If shipping UPS add 15% of line 1 total.					
4. <b>NON-PROGRAM ORDERS;</b> Orders from landowners with less than 10 acres, or orders received after February are non-program and assessed a 15% charge. Add 15% of line 1 total.					
5. <b>PROCESSING CHARGE;</b> A \$10.00 processing charge is assessed to each order.					\$10.00
6. <b>TOTAL CHARGES;</b> Add lines 1-5.					

Full payment must accompany all orders less than \$100. If the order is more than \$100, you may pay \$100 or 50% of the total, whichever is greater. The balance is due before April 1, 2005. **Make checks or money orders payable to Montana State Treasurer. DO NOT SEND CASH.**

**SHIPPING INFORMATION:** Orders can be shipped on State refrigerated trucks to local Extension or Conservation District offices in all counties except Missoula, Ravalli, Mineral, and Granite at no extra charge during April. You may also choose to ship UPS for an additional charge or pick up at the nursery. Only one delivery date by State truck is scheduled to each county. Missoula, Ravalli, Mineral, and Granite county orders must be picked up at the nursery or shipped via UPS.

**CANCELLATION/ORDER CHANGE POLICY:** All but the \$10.00 processing fee will be refunded when an order is canceled prior to February 1. Orders canceled after February 1 or after more than 30 days of placement, will be billed a **50% cancellation charge**. There is a \$3.00 service charge for each order change.

**ORDER CONFIRMATIONS:** The Nursery will process your order as soon as it arrives. You should receive an order acknowledgment form within two weeks. If you do not receive an order acknowledgment, please contact the Nursery.

**CLAIMS:** New seedlings will be provided free on orders which are not in satisfactory condition when received, **providing:**

1) The Nursery is notified within 10 days after the trees have reached the county.

2) That the damage or injury was not caused by mishandling in transit by a commercial transit company. (Claim should be filed with the transit company.)

Purchaser's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

**PLANTING AND DELIVERY**

Year to be planted: \_\_\_\_\_. County to be planted in: \_\_\_\_\_. New planting \_\_\_\_\_ or replacement stock \_\_\_\_\_?

If replacement, what year was the original planting? \_\_\_\_\_ Order #? \_\_\_\_\_

If we are out of stock desired, shall we refund sold-out portion \_\_\_\_\_, make suitable substitution \_\_\_\_\_, or backorder to next year \_\_\_\_\_?

If substitution is desired, list preferred species: \_\_\_\_\_

How would you like to receive your order? (Check one) **No delivery or pick up prior to April 1st.**

\_\_\_\_ Pick up at Nursery in Missoula. Date desired \_\_\_\_\_.

\_\_\_\_ Delivered by State refrigerated truck (at no additional charge) to \_\_\_\_\_ County office.

\_\_\_\_ UPS, ship from Nursery on (Monday through Wednesday only) \_\_\_\_\_ to \_\_\_\_\_  
(Date) (UPS Address)

**TREE PLANTING PLAN**

Ownership Size \_\_\_\_\_

Type of Planting (Check only one)

\_\_\_\_ Farmstead Windbreak  
\_\_\_\_ Field Shelterbelt  
\_\_\_\_ Living Snowfence  
\_\_\_\_ Reforestation

\_\_\_\_ Streambank Stabilization  
\_\_\_\_ Erosion Control  
\_\_\_\_ Wildlife Planting  
\_\_\_\_ Other \_\_\_\_\_

Sketch of planting layout (or attach separate sheet).

In consideration of the granting of this application, I agree to abide by the stated ordering conditions and seedling uses, and to provide full payment for all seedlings ordered.

Conservation Planting Plan for this planting was approved by:

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Agency)